Enrollment Instructions

Citizenship or Lawful Permanent Resident Eligibility

To be eligible for the WSC AmeriCorps program a member must be a citizen, national, or lawful permanent resident of the United States.

- The member must provide a copy of their proof of citizenship or documentation showing that they are a lawful permanent resident.

- Please refer to the list below for the documents that may be used:

Proof of Citizenship	Lawful Permanent Residence
- A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands; - A United States passport; - A report of birth abroad of a U.S. Citizen (FS-240) issued by the U.S. State Department; - A certificate of birth – foreign service (FS-545) issued by the U.S. State Dept.; - A certificate of report of birth (DS –1350) issued by the U.S. State Dept.; - A certificate of naturalization (Form N-550 or N-570) issued by the U.S. Immigration and Naturalization Service; or - A certificate of U.S. citizenship (Form N-560 or N-561) issued by the U. S. Immigration and Naturalization Service.	- Permanent Resident Card, INS Form I-551; - Alien Registration Receipt Card, INS Form I-551; - A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or - A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

Government Issued Photo Identification

A government issued photo identification card must be used to verify the identity of the member.

- A copy of the photo identification must be obtained from the member and submitted to WSC.

  Examples of acceptable documents include the following:

  o U.S. Passport; (a copy of the passport may also be used to verify the member's citizenship)

  o State Drivers License;

  o State issued Identification Card;

  o Permanent Resident Card,(INS Form I-551); or

  o U.S. Military Identification Card

Criminal History Background Checks

For instructions on completing background checks **click here**.

On-Payroll Form

The original completed On-Payroll form must be submitted to the WSC.

Member Information:

- Member's Legal Name and Date of Birth: Enter the member's legal name as it appears on their Government issued identification.

- Enter the Member's Social Security Number, Phone Number and Gender.

- Member's Mailing Address. Enter the Member's address and include the Zip Code +4 (For the zip +4 use Zip Code Lookup). **Note:** Member's direct deposit statements or stipend checks will be mailed to this address so include their local mailing address. If they do not have a local address established use the project site's address.

- Enter the start and end dates of the member's service, the county in which they will be serving in and their State of Residence at the time they applied for the position.

Project Information:

- Sponsoring Organization: Enter the full name of the project's sponsoring organization.

- Agency Mailing Address: Enter the full mailing address including city, state, and zip + 4 for the sponsoring organization. (For the zip +4 use Zip Code Lookup).

- Enter the Project Supervisor's Name, Phone Number and Email Address where they can be reached.

Member Placement Information:

- Check the box and skip this section if the Member service site is the same as the Project site.

- Member service site: Enter the name of the member's primary service/host site.

- Member service site address: Enter the street address of the member's primary service/host site including the zip code +4. (For the zip +4 use Zip Code Lookup).

- Site Supervisor Name/Phone: Enter the full name of the service site supervisor and the area code and phone number where they can be reached.

W-4 FORM

The member must complete and sign the W-4 form. The original signed form must be submitted to the WSC.

- Must use the W-4 form for the current year.

- The Personal Allowances and Deduction and Adjustment worksheets must be completed.

- If the member claims "exempt" in Number 7, then leave Number 5 blank.

- If the member claims "exempt" the exemption will expire on February 15th. To continue claiming exempt status during the term of service, a new W-4 form must be submitted before February 16th.

- If the member wants advice on filling out the tax forms, refer them to the IRS for assistance. Members can call the IRS hotline number at: 1-800-829-1040 Monday – Friday, 7:00 a.m. – 7:00 p.m. or go to the IRS website for more information.

Social Security Card

A copy of the member's signed Social Security card must be submitted to WSC.

- If the member needs a new social security card, the Social Security website provides information on how to obtain one.

- The Social Security Office Locator may be used to find an office near the member.

- If the member does not have a card, they can provide a copy of the Social Security verification letter. The verification letter, issued by the Social Security Office, must include the member's name and Social Security number.

- A copy of the signed card must be submitted to WSC within <u>30 days</u> of enrollment to replace the verification letter.

Electronic Funds Transfer Form (EFT)

The Electronic Funds Transfer (EFT) request form is completed by the member. The original, completed, and signed form is submitted to WSC.

- The member completes the upper part of the form, signs and dates it.

- If the member would like funds deposited into their checking account they need to attach a <u>voided check</u>.

- If the member would like funds deposited into their savings account they need to attach a <u>deposit slip</u>.

- If the member does not have a voided check or a savings account deposit slip they need to have an authorized representative of the financial institution complete the account information on the EFT request form and sign it.

- The original, complete EFT request form must be received by WSC within 30 days of enrollment.

Requesting an Exception:

If establishing an EFT will cause an unusual hardship for the member, they may request an exception.

- To request an exception, the member must provide a written explanation, along with any required documentation, to WSC within 30 days of enrollment.

National Service Trust Enrollment Form

The member completes and signs the National Service Trust Enrollment form. The original, signed form is submitted to WSC.

- The member must complete PART 1 of the enrollment form, including:
    1. Member's name
    2. Date of Birth
    3. Social Security Number
    4. Citizenship status
    5. School status
    6. Current Address
    7. Permanent Address
    8. Have you previously enrolled in an AmeriCorps program?
    9. Have you ever been released for cause?

- The member must sign and date PART 2 "Member Enrollment Certification".

- Member also completes PART 3 of the form.

AmeriCorps Application

Online Application:

- Applying online is the preferred method using MyAmeriCorps.

- When the AmeriCorps application is completed online, a copy must be printed out and submitted to WSC.

Paper Application:

- If an individual is not able to apply online, they may complete the official AmeriCorps Application found at: AmeriCorps Application. The original completed application is submitted to WSC.

- When using the paper application form, the applicant must sign the Certification page, which must be submitted along with the application to WSC.

- A parent or guardian is required to sign the Certification page when the applicant is under the age of 18. The original, signed Certification page <u>must</u> be submitted to WSC with the completed application, electronic or paper.

References:

- An applicant is required to provide two references with their AmeriCorps Application. This may be done online or by using the official Reference Form.

- When references are completed online they must be printed out and attached to the application.

- When references are completed using the official Reference Form, the original, signed reference must be attached to the application.

- The two references may also be obtained in letter form or through telephone interviews as long as all elements of the reference form are addressed and documented. These references must also be submitted with the application.

Verification of Satisfactory Performance for Previous Term of Service

A member may be eligible to serve a subsequent term of service if they received a satisfactory performance evaluation for their previous term of service. If they served more than one previous term the most <u>recent</u> term of service must be checked for satisfactory performance. A copy of the verification must be submitted to WSC.

- If the member's previous term of service was with a WSC program, a copy of their final performance evaluation is required for verification. The performance evaluation must show at least a "satisfactory" rating for completed service.

- If the member has a previous term of service with a non-WSC program a copy of an equivalent performance evaluation is required. The evaluation must show they served satisfactorily.

- If a formal performance evaluation is not available, a signed written statement or an email from a staff person involved with the previous program may be used as verification. It must verify that the member served satisfactorily.

- If a member served with an AmeriCorps program that no longer exists and records are not available they may use documentation from their [MyAmericorps](#) portal. They are able to print out the information showing the dates they served and that they received the Segal Education Award for their term of service.

Health Insurance Form

The Health Insurance form is important in determining a member's need for WSC health insurance. The member must carefully review, complete and sign the form. The original, signed form must be submitted to WSC.

- If the member is covered by a health insurance plan that meets the minimum standards required by CNCS they will need to check the box declining WSC medical coverage. *In addition, they must provide a copy of their health insurance ID card with the enrollment documents.*

- If the member does not have health insurance coverage, they will need to check the box accepting WSC health insurance coverage.

- The member must sign and date the form.

Change in Health Insurance Coverage:

- If during their term of service the member loses their health insurance coverage, they will need to complete the form accepting the WSC coverage.
    Or
- If the member gains health insurance coverage during their term of service, they will need to complete the form declining WSC coverage.

Member Service Agreement

Ensure that the member has read and understands the Member Service Agreement prior to signing it.

- The Project Supervisor and member must sign the Signature page. If the member is less than 18 years of age on the date service begins, their parent or guardian must also sign the form.

- Provide the member with a copy of the entire Member Service Agreement, including the signature page.

- Keep a copy of the Member Service Agreement at the project site, accessible for review.

- Submit the original signed and dated Signature page to WSC.

Member Position Description

Complete a position description for each specific AmeriCorps position using the WSC position description form. This form is a **standalone** document that will be used throughout the program year. It is a dynamic tool critical to ensuring that the organization, member, and WSC staff are clear about the member's duties, place of service and specific time schedule.   Each section of the position description must be completed with specific details.

AmeriCorps members are not employees; use language appropriate for a service member position. Members do not "work," they "serve", and they are not at "jobs" they are in "service positions". Do **not** use the words "advocate" or "advocacy" and do **not** use the phrase "and other duties as assigned". The duties and responsibilities listed in the position description must be allowable (review prohibited activities here) and align with the member activities listed in your project. A member's duties may not change during the service year without prior approval of the WSC Program Coordinator.

The completed position description form must be reviewed by the member and their supervisor. Submit the completed form with the member's enrollment packet to the WSC.

If changes are made to the position after the member has started service, an amended position description form must be filled out, signed and sent to your WSC Program Coordinator.

For instructions on completing a position description form for the **Individual Placement** program, see below.

For instructions on completing a position description for the **Teams** program, click **here**.

Individual Placement Program:

Click here to access the initial Individual Placement Member Position Description form.

- Position alignment to organization's mission: describe your organization's mission and how the AmeriCorps project supports the mission.

- AmeriCorps Project Description: describe the specific project the member is supporting.

- Member Duties, Responsibilities and Performance Measures: describe the member's service position. Include the major duties, responsibilities and expectations of the position as they relate directly to the performance elements. Members provide direct service to address unmet need; they are disallowed from performing administrative duties that support general organizational goals.
- Volunteer Management: this paragraph has been prefilled by WSC and cannot be changed unless approved by WSC Program Coordinator.

- Qualifications required for this position: list the minimum skills, trainings, academic qualifications, experience and/or abilities required for the position. These items must be consistent with the recruitment notice.

- Location and Hours of Service: complete the table. Include the usual start and end time, the expected location of service and its **physical address**, and the typical number of hours each day. The service hours must total 40 hours a week. Any changes to this section during the term of service will require an amended position description form submitted to WSC. Remember that reportable hours **do not** include meal breaks or commute time. Follow the example below:

Day of Week	Start Time	Length of Meal Break	End Time	Name of service location and physical address	Hours per day*
Monday	9 am	60 min	6 pm	Hoover Elementary School 2010 Main St., Shelton, WA 98584	8

- Supervision: list the name of the project supervisor and the backup supervisor.

- Required WSC Training: Prefilled by WSC. Do not alter.

- Required Site Training: List two site-specific trainings that your organization will provide the AmeriCorps member that is related to the member's service duties.

- Required WSC Reporting: Prefilled by Washington Service Corps. Do not alter.

- Service Conditions: Describe the service conditions (e.g. environmental, service site, contact with others). Identify the degree of physical, mental, and intellectual demands of the position. List the types of tools, equipment, and aids that are used in the position.

Teams Program:

Click here to access the initial Team Member Position Description form.

Follow the guidelines for each section of the position description form. Provide detailed information about the specific position and complete all sections.

- Position's Alignment to Organization's Mission: Describe how the member's activities relate to the organization's mission.

- AmeriCorps Project Description: Describe the project or program the member is supporting. Include information about specific programs or events that relate to the member's position.

- Member Duties, Responsibilities and Performance Measure(s): Describe what the member will be doing and how they will support the project's performance measures. Include the minimum expectations, major duties and responsibilities of the position.

- Volunteer Management: Describe the member's volunteer management activities and how they will ensure that volunteer activities are allowable and not prohibited.

- Qualifications Required for the Position: Identify the minimum skills, trainings, academic qualifications, experience and/or abilities required for the position.

- Location and Hours of Service: Complete the table that is part of the form. Include the usual start and end time, name of the service location, physical address, and the typical number of hours each day. The service hours must total 40 hours a week. Remember that reportable hours do not include meal breaks or commute time. Follow example below:

Day of Week	Start Time	Length of Meal Break	End Time	Name of service location and physical address	Hours per day*
Monday	9 am	60 min	6 pm	Hoover Elementary School 2010 Main St., Shelton, WA 98584	8

- Supervision: Describe the roles of the project supervisor, site supervisor or technical advisor (if applicable) as they relate to the member. The project supervisor is the individual responsible for the oversight of members in all aspects of their service if there is no site supervisor. A site supervisor is responsible for daily supervision of the member at the placement site. A technical advisor is a staff person at a placement site who provides technical assistance/advice to the member, works as a co-worker, or acts as an emergency or "go-to" contact for the member. A technical advisor does not serve in a supervisory role for the member.

- Required WSC Core Training: Included on the Position Description Form.

- Required Site Training: List and describe at least two site specific trainings that the member will receive during his/her term of service.

- Reporting Requirements: Define and describe any reports or data collection that the member is responsible for or will be supporting.

- Service Conditions: Describe the service conditions of the position (e.g. environmental, work place, physical demands, contact with others). List the types of tools, equipment, and aids used in performing the duties of the position.

I-9 Form

Instructions are provided with the I-9 form to help guide you through the process of verifying the appropriate documents, recording the required information and providing signatures for verification.

Pre-enrollment Information:

- Sites are responsible to instruct members to bring original documents used for completing the I-9 form and to also inform them that the documents will be reviewed in person.

- It may be useful to provide a copy of the I-9 document to them so they can make the choice of what documents they will provide.

- If members do not possess an original document, they will want to secure one from an authorizing source. Members moving to Washington from another state will want to secure the original documents before arriving. Facilitating such requests for documents is often more manageable while in the same state the request is made.

Completing the I-9 Form:

- The member must complete **Section 1. Employee Information and Attestation.** Once the section is completed they must sign the form in the "Signature of Employee" block and record the date it was completed. This may be done before the member starts but no later than their first day of service.

- The member must present documentation to verify their identity and employment authorization.

- The documentation presented must consist of <u>one</u> original document from "LIST A" OR <u>one</u> original document from "LIST B" AND <u>one</u> original document from "LIST C".

- The designated "Authorized Representative" (this may be the project supervisor or agency designee) must complete **Section 2. "Employer or Authorized Representative Review and Verification"**. This must be done within three working days of the member's start date.

- The signing authority will need to verify the member's identity and employment authorization from the original source documents (<u>do not</u> verify from copies).

- Make clear and readable copies of the two verification documents (two pieces can go on the same page if readable). WSC requires that a copy of the two documents accompany the <u>original</u> signed I-9 form.

- The original I-9 form along with the two verification documents may be submitted with the enrollment packet or postmarked and mailed separately to WSC within 5 business days of the member's start of service.

- Once the I-9 has been completed and signed by both the member and the signing authority, the original form along with copies of the documents listed must be mailed to the Washington Service Corps, attention your Program Coordinator at:

  Washington Service Corps
  Employment Security Department
  PO Box 9046
  Olympia, WA 98507-9046

TIP: Member must be advised to bring in the <u>original documents</u> used to establish their Citizenship or Lawful Permanent Resident Eligibility.